



FEES POLICY

Introduction

Merryland International School is committed to providing a high-quality, inclusive educational experience for all students. This Fee Policy outlines the structure, collection, and management of tuition fees and other associated charges. The policy aims to ensure transparency, consistency, and fairness in all financial matters while supporting the effective operation and long-term sustainability of the school. It also provides clear guidance to parents and guardians regarding fee payment requirements, schedules, and responsibilities, enabling fees to be paid in a timely and convenient manner.

Definitions

Board Examination Fees	Fees collected by schools to enable students to take board examinations.
Educational Resource Fees	Fees collected by schools to provide physical or digital resources to support the student's education (e.g., textbooks, school publications, tablets, laptops, subscriptions to software applications, etc.).
Extracurricular Fees	Fees collected by schools to provide access to optional paid extracurricular activities, in compliance with the ADEK Extracurricular Activities and Events Policy.
One Month of Tuition Fees	Total tuition fees for the school year divided by ten months.
Other Fees	School fees that do not include tuition fees.
Registration Fees	Fees collected prior to the academic year for the purpose of confirming student enrolment.
School Development Fees	Fees collected by schools to enhance the school's infrastructure.
School Fees	All fees that a school charges for each enrolled student in exchange for the educational services and activities provided by the school.
Transportation Fees	Fees collected by schools or approved service providers to provide school bus service to students (in compliance with the ADEK Transportation Policy).
Tuition Fees	Fees directly associated with educating students.
Uniform Fees	Fees collected by schools or approved service providers to provide school uniforms to students.



Policy

1. Fee Structure

1.1 Fee Components:

Merryland International School has broken down the school fees into the specific components listed below since schools are authorized to categorize and organize the fee components at their discretion. This is disclosed to parents during the registration process.

- Tuition fees
- Educational resource fees
- Uniform fees
- Board examination fees
- School development fees
- Transportation fees
- Extracurricular fees
- Others as approved by ADEK

1.2 Merryland School does not charge Value Added Tax (VAT) on tuition fees in line with the Federal Decree-Law No. (8) of 2017 on Value Added Tax and its amendments.

1.3 Waivers: Merryland school will waive certain components of school fees for devices, textbooks, uniforms, etc., for students willing to use second-hand (e.g., resold or donated) items that meet the current requirements of the school (e.g. valid book editions, current uniform colours/ design, etc.).

2. Fee Framework Approval Requirements

2.1 Fee Approval: Merryland School will announce its school fees, payment schedules, and procedures to parents, only after receiving ADEK approval.

The School will charge parents only within the ADEK-approved fee levels.

2.2 Registration Fees:

- Cap on Registration Fees: The school is authorized to charge registration fees amounting to up to 5% of their ADEK-approved tuition fees.
- The school is authorized to collect registration fees only from enrolled students. Any remittance made directly to school's bank account by the parent of the student who is blocked without prior approval or permission will not be considered as payment towards re-registration fee. Any claim for seat on the basis of such transfer will not be entertained.



- The school is authorized to collect registration fees up to 4 months before the beginning of the academic year.
- The school will deduct any charged registration fees from the student's final tuition fees.

2.3 Additional Fees:

Merryland School will follow the principle of inclusion which states that equitable access to education is the right of all students and efforts are made to meet the needs of any students with additional learning needs within the school's fee structure.

Where the exceptional need of a student requires specialist intervention and support beyond the school's standard inclusive provision, and as stipulated in the student's Clinical Assessment Report, the school may request additional school fees.

Where additional school fees are necessary, the school will:

- Justify, with evidence, the requirements and costs for additional provision which extend beyond the standard inclusive provision.
- Itemize all additional individually chargeable fees and update the student records on the eSIS database with the itemized charges. The school will also provide financial statements to parents itemizing the allocation of additional funds charged on a termly basis.
- Limit additional charges to parents so that they do not exceed 50% of the tuition fee and that any administration charge for in-school specialists does not exceed 10% of cost, as per the ADEK In-School Specialist Services Policy.
- Review all additional charges on a termly basis and evaluate impact and ongoing applicability of specialist services or additional resourcing.

Should an individual student's need exceed the 50% additional charge, the school will seek approval with ADEK for any extra charges.

2.4 Other fees:

Merryland School is authorized to charge other fees, as approved by ADEK.

School bus transportation fee will be paid by the parent directly to the external transport provider, as per the ADEK approved transportation fees.



2.5 Fee increments:

Tuition Fee Increments: Merryland School will submit clear and accurate applications for approval to increase its school fees, strictly as per the timelines announced by ADEK and any amendments. The increment is made to combat the effects of inflation, to continue offering competitive salaries to faculty and staff, to invest in maintenance and renovation of facilities and resources, etc.

a. Merryland School will abide by the following pre-requisites for school fee increments:

- Have a valid school license at the start of the academic year.
- Be operating for a minimum of 3 years.
- Submit the financial audit reports on the licensing system for the past 2 academic years. The reports shall be approved and prepared according to the International Financial Reporting Standards (IFRS).
- Submit the application during the fee increase window as approved by ADEK.

b. To be eligible for exceptional school fee increments (determined by a maximum of 15%, based on the education cost index in Abu Dhabi), Merryland School will abide by the following conditions, while submitting applications to ADEK:

- Adjusted operating losses for the last 2 consecutive academic years.
- Operate at an occupancy rate of not less than 80%.
- Have been in operations for at least 3 academic years.
- Have a valid school license at the start of the academic year.
- Submit audited financial reports for the last 2 academic years, prepared according to IFRS.
- Guarantee that no implementation, in whole or in part, of any exceptional increase has been granted in the same academic year.

c. Rejection of Fee Increase Requests: Merryland School is aware that a request for an exceptional increase in tuition fees may be rejected by ADEK in case the conditions of this policy are not met.

3. Payment Schedule

3.1 Tuition Fees: Merryland School has developed and publicly shared detailed fee payment schedules on school website and are authorized to enter into agreements/ contracts with parents on adhering to their fee payment schedules, in line with the following:

1. The school can enforce three or more equal tuition fee payment instalments in each academic year.



2. The school is authorized to collect the first instalment up to 1 month before the beginning of the academic year.

4. Late Payment or Non-Payment of School Fees

4.1 School Policy on Late Payment or Non-Payment of School Fees:

Merryland School has published a clear, transparent, responsible, and fair policy outlining its response to non-payment or late payment of school fees.

1. The school will honour the right of parents to a fair and reasonable payment system, without punitive sanctions. 2. The school will maintain confidentiality and discretion on late payment or non-payment issues to protect students from unnecessary attention and embarrassment.

3. The school is aware that it is not authorized to communicate non-payment of fees to students, even as a reason for suspension.

4.2 Actions on Late Payment or Non-Payment of School Fees:

1. The school will issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.

The school is authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, once a school term.

2. The school is authorized to withhold examination results, report cards and transfer certificates, and block a transfer on eSIS, and withhold re-registering a student until all outstanding dues are settled.

a. The school will inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless all outstanding dues are paid, including the re-registration fee.

3. The school will not prevent students from sitting for any examinations in response to late or non-payment of school fees.

5. Protection of School Fees

5.1 School Fee Refund:

Merryland International School will disclose, in writing, complete information on fees, refund policies, deadlines for requesting refunds, and other related relevant information to parents during the registration process, in alignment with the following:



1. Refund of registration fees:

The school will refund the full registration fees if the school fails to enrol the student as a result of insufficient capacity or following an ADEK-approved "Inability to Accommodate" notification, in line with ADEK Inclusion Policy.

2. Refund of Tuition Fees:

The school is authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned, if:

- The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school. In this case, the school is authorized to retain the value of the registration fees.
- The student attends at least 1 week and up to 3 weeks in a term. In this case, the school is authorized to retain the value of 1 full month of tuition fees.
- The student attends at least 3 weeks and up to 6 weeks in a term. In this case, the school is authorized to retain the value of 2 full months of tuition fees.
- The student attends more than 6 weeks in a term. In this case, the school is authorized to retain the value of the full-term fee.

3. Refund of Other Fees:

The school will determine the refund of any other fees to parents, in cases where the items or services have not been used.

5.2 Prohibition of Collection of Additional Financial Securities:

1. Merryland International School will not request or accept any financial guarantee from parents in lieu of payment for an outstanding fee balance.

2. The school will not request or accept deposits, application fees, or first-time enrolment fees, refundable or otherwise, from parents, prior to student enrolment. This does not include the collection of post-dated cheques which is a school practice for the second and third term school fee.

5.3 Special Fee Agreements with Staff: The school will include all details regarding amounts, times, refund mechanisms, etc. in the staff contracts if the school offers special fee arrangements for staff who enrol their children in the same school.

5.4 Disclosure of Tuition Information: The school will report information regarding the source of tuition fee payments (e.g., parents, relatives, charity, companies), as well as any other payment-related information upon request, in line with the ADEK Reporting Policy.

MERRYLAND INTERNATIONAL SCHOOL L.L.C.

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This fees policy ensures a clear and consistent approach to the payment of school fees, supporting the financial stability of Merryland International School and the educational success of our students.

This policy is subject to annual review and may be updated to reflect changes in the school's financial requirements or educational offerings.

References

- Administration Decision No. (24) of 2019 Regarding the controls for increasing tuition fees in Private Schools
- Administrative Decision No. (32) of 2019 Regarding the controls for increasing the exceptional tuition fees in private schools
- Federal Decree-Law No. (8) of 2017 on Value Added Tax
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law

Official Supporting Document:

ADEK_School_Fees Policy_v.1.0 2024 (January)

Department of Knowledge and Education, Abu Dhabi (ADEK)

Approval

This policy was approved by the school's governing body.

This policy will be reviewed every year.

Principal



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Merryland International School is an outstanding ISO 9001-certified British Curriculum K-12 school in Abu Dhabi, UAE. It provides high-quality education to pupils of more than 40 nationalities. For the past four decades, Merryland has been a pioneer in education, remaining true to its motto 'Changing lives... nations wide'.

